



TASK ORDER (TO)

47QFCA20F0058

ADVANA DATA SUPPORT

in support of:

Office of Under Secretary of Defense (OUSD) Comptroller (C)

**Awarded to:
Booz Allen Hamilton, Inc.
Contract 47QTCK18D0004
Alliant 2**

Conducted under Federal Acquisition Regulation (FAR) 16.505

**Issued by:
The Federal Systems Integration and Management Center (FEDSIM)
1800 F Street, NW (QF0B)
Washington, D.C. 20405**

September 17, 2020

FEDSIM Project Number 2020066DE

C.1 BACKGROUND

The Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) is the principal advisor to the Secretary of Defense for budgetary and fiscal matters, including financial management, accounting policy and systems, management control systems, budget formulation and execution, contract and audit administration, and general management improvement programs. Financial Management is at the center of the Department of Defense (DoD) business reform and affordability, which is inherently and critically linked to mission success. Effective financial management connects the “back office” (financial management functions) to the “front office” warfighter within the DoD enterprise, and enables the warfighters to complete their mission with the most modernized and capable force possible.

Currently, the OUSD(C) utilizes Advana, a web-based advanced analytics and machine learning software product for financial management. Advana support helps resolve some of the largest financial statement audit challenges with custom tools predicated on the idea that to achieve an unmodified opinion, each reporting entity must be able to identify and record its transactions accurately and completely, and demonstrate how those transactions flow to its financial statements. Tools that aggregate and reconcile audit populations are enabling reporting entities to drill down from the financial statements to general ledger details, better track and resolve auditor findings, improve funds management, and reduce cash reconciliation differences between DoD’s accounting systems and the Department of the Treasury. The benefits of Advana extend beyond the OUSD(C)’s financial data platform. Advana ensures consistency across multiple needs and uses. Additionally, standardized data elements create a structure across systems and eliminate the need to prepare data for reconciliation or other data analyses. This decreases the amount of time to complete an end-to-end reconciliation from three weeks to one day. Once data is captured, it is managed centrally and available enterprise wide.

C.1.1 PURPOSE

The contractor shall support OUSD(C) by integrating Personally Identifiable Information (PII) and Protected Health Information (PHI) data management into the Advana product. This work is essential to continue to collect, process, store, and analyze data critical to supporting the national defense strategy and critical use cases, such as COVID-19 data reporting, across the DoD. The Advana product currently used by OUSD(C) has no way to incorporate PII and PHI data for data reporting. There is an immediate need to integrate PII and PHI data in response to combating COVID-19.

C.1.2 AGENCY MISSION

The mission of the OUSD(C) is to ensure DoD leaders have access to high quality and timely information for decision-making through a business framework that simplifies processes, standardizes systems and data, and promotes financial policies and internal controls. This framework supports effective and efficient financial management operations while also fostering a culture that embraces the changes necessary to achieve and sustain unmodified (or clean) audit opinions across the DoD enterprise. The OUSD (C) provides guidance to the Fourth Estate, in concert with the Office of the Deputy Chief Management Officer (OCMO), to enable an audit infrastructure capable of achieving unmodified audit opinions. The mission execution embraces

the DoD core values of leadership, professionalism, and technical knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

C.2 SCOPE

The scope of this requirement is to support OUSD(C) secure data management for PII / PHI data within the Advana product in a Government owned cloud environment. The contractor shall support data management and processing of all raw data, to include PII/PHI, fed into the Advana product to allow for secure data storage, data analysis, reporting, and cloud service account management.

C.3 CURRENT INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT

OUSD(C) currently has the Advana product in place for financial management. Raw data is stored on several feeder DoD databases on the commercial cloud infrastructure, which feed into the Advana product. DoD maintains responsibility for the custody of all raw data records in the cloud infrastructure. This data includes unique DoD military and civilian personnel and military personnel dependents information. The current platform has no ability for non-Government stakeholders to process PII/PHI data, as the current cloud services account is not Government owned and must be in order to store sensitive data. The anticipated volume to store in the cloud services account is approximately 100 Million (M) records in total to include PII/PI data. This TO is required to implement sensitive data handling management that will securely protect data in the cloud environment.

C.4 OBJECTIVE

The objective of this initiative is to support the integration of PII and PHI data management into the Advana product in support of the OUSD(C) mission.

C.5 TASKS

C.5.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Performance Work Statement (PWS).

C.5.1.1 SUBTASK 1 –ACCOUNTING FOR CONTRACTOR MANPOWER REPORTING

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the OUSD(C) via a secure data collection site System for Award Management. The contractor shall completely fill in all required data fields using the following web address: <https://www.sam.gov/SAM/>.

The contractor will be required to annually report: (1) The total dollar amount invoiced for, and (2) the total number of direct labor hours expended on services performed under the contract or task order during the preceding fiscal year. The total number of direct labor hours reported to SAM should be the total of both the contractor hours and its subcontractors' hours.

Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year.

C.5.1.2 SUBTASK 2 – COORDINATE A PROJECT KICK-OFF MEETING

The contractor shall schedule and coordinate a Project Kick-Off Meeting at the location approved by the Government (Section F, Deliverable 02). The meeting shall provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting shall provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from the directorates, the OUSD(C) Technical Point of Contact (TPOC), other relevant Government personnel, and the FEDSIM COR.

At least three days prior to the Kick-Off Meeting, the contractor shall provide a Kick-Off Meeting Agenda (Section F, Deliverable 01) for review and approval by the FEDSIM COR and the OUSD(C) TPOC prior to finalizing. The agenda shall include, at a minimum, the following topics/deliverables:

- a. Points of Contact (POCs) for all parties.
- b. Personnel discussion (i.e., roles and responsibilities and lines of communication between contractor and Government).
- c. Project Staffing Plan and status.
- d. Transition-In Plan (Section F, Deliverable 08) and discussion.
- e. Security discussion and requirements (i.e., building access, badges, Common Access Cards (CACs)).
- f. Financial reporting and invoicing requirements.
- g. Baseline Quality Management Plan (QMP) (Section F, Deliverable 07).

The Government will provide the contractor with the number of Government participants for the Kick-Off Meeting, and the contractor shall provide sufficient copies of the presentation for all present. The contractor shall draft and provide a Kick-Off Meeting Minutes Report (Section F, Deliverable 03) documenting the Kick-Off Meeting discussion and capturing any action items.

C.5.1.3 SUBTASK 3 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR (Section J, Attachment D) (Section F, Deliverable 04). The MSR shall include the following:

SECTION C – DESCRIPTION / PERFORMANCE WORK STATEMENT

- a. Activities during reporting period, by task (include ongoing activities, new activities, and activities completed, and progress to date on all above mentioned activities). Each section shall start with a brief description of the task.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Accumulated invoiced amount for each CLIN up to the previous month.
- g. Projected amount of each CLIN for the current month.

C.5.1.4 SUBTASK 4 – CONVENE MONTHLY TECHNICAL STATUS MEETINGS

The contractor Program Manager (PM) shall convene a monthly Technical Status Meeting with the OUSD(C) TPOC, FEDSIM COR, and other Government stakeholders (Section F, Deliverable 05). The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR (Section F, Deliverable 06).

C.5.1.5 SUBTASK 5 – CONVENE WEEKLY TECHNICAL STATUS MEETINGS

The contractor PM shall convene a Weekly Technical Status Meeting with the OUSD(C) TPOC, FEDSIM COR, and other Government stakeholders (Section F, Deliverable 07). The purpose of this meeting is to ensure all stakeholders are informed of weekly activities and updates. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the FEDSIM COR (Section F, Deliverable 08).

C.5.1.6 SUBTASK 6 – PROVIDE QUALITY MANAGEMENT

The contractor shall identify and implement its approach for providing and ensuring quality throughout its solution to meet the requirements of the TO. The contractor shall provide a Quality Management Plan (QMP) and maintain and update it as changes in the program processes are identified (Section F, Deliverable 09). The contractor's QMP shall describe the application of the appropriate methodology (i.e., quality control and/or quality assurance) for accomplishing TO performance expectations and objectives. The QMP shall describe how the appropriate methodology integrates with the Government's requirements.

C.5.1.7 SUBTASK 7 – TRANSITION-IN

The contractor shall provide a Transition-In Plan (Section F, Deliverable 10) as required in Section F. The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. The contractor shall implement its Transition-In Plan No Later Than (NLT) ten calendar days after award, and all transition activities shall be completed 30 calendar days after Project Start.

C.5.1.8 SUBTASK 8 – TRANSITION-OUT

The contractor shall provide transition-out support when required by the Government. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan within three months of Project Start (PS) (Section F, Deliverable 11). The contractor shall review and update the Transition-Out Plan in accordance with the specifications in Sections E and F. In the Transition-Out Plan, the contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes.
- b. POCs.
- c. Location of technical and project management documentation.
- d. Status of ongoing technical initiatives.
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.
- f. Transition of Key Personnel roles and responsibilities.
- g. Schedules and milestones.
- h. Actions required of the Government.

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings or as often as necessary to ensure a seamless transition-out.

The contractor shall implement its Transition-Out Plan NLT two months prior to expiration of the TO.

C.5.2 TASK 2 – PROVIDE ADVANA DATA PRODUCT SERVICES SUPPORT

The contractor shall manage and process data for the Advana product in a cloud environment. These services shall involve stakeholder problem statements, Use Cases, processing raw data from feeds contained in DoD databases, and business questions for DoD stakeholders.

Requirements shall include the following:

- a. Data Cloud Analytics Services Support:
 - i. Use a data analytics platform to develop preliminary and production grade analytic models using a language such as Python, R, or Scala.
 - ii. Integrate off-the shelf, and open source data science tools and algorithms to support basic and advanced analytics techniques, including but not limited to, natural language processing, machine learning, network analysis, and artificial intelligence.
 - iii. Perform exploratory data analysis to identify available insights in internal and external data sets.
 - iv. Provide internal validation on developed analytic models and submit models for third party validation to Government identified validation and verification specialists.
 - v. Develop visualizations and prototype models using tools on Advana.
 - vi. Deploy validated models into production to support the development of decision support tools, dashboards, workflows, and munitions related use cases.

- b. Data Cloud Services Support:
 - i. Evaluate Government provided data sets for Advana shared service support and develop a plan for using existing ingest tools (ie. Trifacta, StreamSets) to prepare Extraction, Transformation, and Loading (ETL) pipelines for exploration.
 - ii. Comply with all metadata, data security, and data access restrictions. Upon ingest, confirm the data is marked in such a way that the system can restrict access in accordance with the user roles and permissions model.
 - iii. Demonstrate the rapid development of new data pipelines that can be used for future, more frequent, automated data feeds.
 - iv. Coordinate with functional and technical stakeholders to define methods for enriching, aggregating, and exposing data in a curated form to support analytics at scale in support of the prototype use cases.
 - v. Research and define master data management techniques to centrally manage lookup tables, business glossaries, and data profile information.
 - vi. Perform data cleansing efforts on known challenges with source system data, as well as implementing specific system Business Rules to align to a common aggregation model defined by the contractor in support of Prototype Use Cases.
 - vii. Implement efficient checks on data as it arrives in the data platform and automate checks against known values following transformations.
 - viii. Update data catalog / metadata repository for any new data sets and demonstrate data lineage capabilities of Data Storage component of the Enterprise Data Environment as part of Use Case demonstrations.
 - ix. Ensure final transformed data output includes a modern, structured, searchable database depending on Use Case.

- c. Cloud Platform Services Support:
 - i. Provide Operations and Maintenance (O&M) support to the Advana Amazon Web Services (AWS) Cloud platform.
 - ii. Support Risk Management Framework (RMF) accreditation activities and all Cyber and Information Assurance compliance activities.
 - iii. Ensure that the platform is subject to automated security vulnerability scanning prior to deployment. The contractor shall remediate any issues identified.
 - iv. Identify security issues that cannot be immediately completed. The contractor shall document with a Plan of Action and Milestones (POA&M) remediating action and a timeline for completion.
 - v. Inherit the security controls provided by the Advana production environment on both Non-Classified Internet Protocol Router (NIPR) and Secret Internet Protocol Routing (SIPR). The contractor shall be required to conduct periodic security evaluations, review logs, and submit technical documentation to include system design specifications and software version description documentation, as requested.

- vi. Provide a dedicated security engineering focus on anomaly detection, security implementation, and best practice alignment across the platform. Continuous security reviews of threat vectors to Advana shall be conducted across the platform.
- vii. Conform with the Advana configuration management approach to include documenting all production changes in a Jira change request, providing all required documentation, following appropriate configuration management (CM) processes, presenting to the Advana Technical Review Board (Change Control Board), and updating change request material as needed.
- viii. Maintain the Advana user base and coordinate with Advana operations to ensure a smooth onboarding process.
- ix. Follow Advana Help Desk procedures, and coordinate with Advana help desk support to provide Tier II and Tier III responses for all troubleshooting activities.
- x. Work with Advana operations to conduct an Annual Operational Analysis to determine new functional enhancements or requirements.
- xi. Develop a data analytics report (Section F, Deliverable 13) to identify available insights in internal and external data sets.
- xii. Provide sensitive data handling status tracking (Section F, Deliverable 15) that identifies data gaps and data quality issues.
- xiii. The contractor shall report cloud operations (Section F, Deliverable 16) identifying security vulnerability scanning, remediation plans, and security issues identified.

C.5.3 TASK 3 – PROVIDE SENSITIVE DATA HANDLING SUPPORT

The contractor shall research data fusion efforts, which may include the receipt, storage, analysis, and protection of PII or PHI of DoD military and civilian personnel and military personnel dependents. Requirements shall include the following:

- a. Provide research integrating an enterprise-wide data integration environment to address DoD information analysis. This research shall develop and provide the data platform and analytical tools for authorized DoD Office of People Analytics, Defense Manpower Data Center, and Military Department staff officers, researchers and analysts to discover and connect data and produce actionable policy and program insights. Research shall include:
 - i. COVID-19 risk management and identification.
 - ii. Congressionally mandated audit requirements.
 - iii. Readiness efforts and DoD component and combatant command personnel.
 - iv. Business analysis.
- b. Monitor and document all PII/PHI datasets entering the Advana environment.
- c. Develop a sensitive data handling architecture (Section F, Deliverable 14) and workflow to make cleansed data available for analytics as requested.
- d. Provide PII/PHI handling status reports (Section F, Deliverable 17).

C.5.4 TASK 4 – PROVIDE COMMERCIAL CLOUD ENVIRONMENT SUPPORT

SECTION C – DESCRIPTION / PERFORMANCE WORK STATEMENT

The contractor shall provide O&M Support to a Government-owned commercial cloud services provider environment. This shall be a Government owned account procured by and administered by the contractor on behalf of the Government.

PII/PHI shall be stored in a secure, Government-owned GovCloud account, in OUSD(C)-controlled spaces on OUSD systems and stored in files, databases, and other data structures with strict chain of custody controls, to include encryption and data handling procedures.

Requirements shall include the following:

- a. The contractor shall apply research support safeguards as required by DoD Privacy, Covered Defense Information, and Cybersecurity requirements to the AWS GovCloud environment.
- b. The contractor shall verify Advana has received appropriate accreditations from DoD Security and DHA Privacy offices to handle PII/PHI data as well as part of a comprehensive RMF review for technical security control compliance.
- c. The contractor shall provide support when security procedures are audited by a third-party.
- d. The contractor shall process data to reduce and decrease potential impact in event incident.
- e. The contractor shall provide a cloud services cost report (Section F, Deliverable 18) with itemized cost / usage for the cloud service.